Colchester Public Schools
Application for Approval of Field Trip

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and t**wo weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out-of-state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date:

Field Trip Information

Applicant Name: Mechelle Berardo/Class Advisor	**Method of Transportation:** M&J School Bus
School: BA	**Bus Service Number(s)** *(if applicable)*: 860-537-2625 Greg Cordova
Grade(s) and Group(s): Grade 12/ Class of 2022	**Number of Students:** Approx 170
Date(s) of Trip: Friday June 3, 2022	**Number of Day(s) of Trip:** 1
Event: Senior Class Trip	
Destination: Newport RI / Block Island RI	**Phone Number:** BI Ferry 401-783-7996
Address (for each destination): Point Judith Ferry, Narragansett RI to Block Island	**State:** RI
Time of Departure From School: 6:30 AM **Time of Arrival Back at School:** 10:00 AM	**Special Clothing and/or Equipment Required:** Weather Appropriate Attire/ Cool Weather Clothes

Student Cost Information

***Cost to Student:** $ 37.00	**Suggested Student Pocket Money:** $ 30-50

Supervision Information (List names of all employees, other chaperones, and cell phone number for each)

1. **Name:** Mechelle Berardo	**Cell Phone:** [redacted]
2. **Name:** Amy Begue	**Cell Phone:** [redacted]

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

Matt Lane, David Mason - further chaperones to be determined from BA Staff
Approx 7 more chaperones needed

Administrator Signatures

Applicant Signature Mechelle Berardo

Administrator's Signature ☐ Recommended ☐ Not Recommended

Superintendent's Signature ☑ Recommended ☐ Not Recommended

Board of Education (if applicable)

Board of Education Meeting Date:	☐ Recommended ☐ Not Recommended

Bus Information

Bus Reservation Date:	**Price of Bus(es): $**

*If a trip to a foreign country, please complete and attached the CIRMA insurance application and notify parents of coverage

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): Block Island, RI

Reference Check: Visited site on: Previous Trips *or* Spoke with: _____

Name: Mechelle Berardo **Grade/Group:** Class of 2022/ Grade 12

(Teacher(s) completing this form)

Instructional Focus of Trip

- **This field trip is directly related to curriculum** ☐ Yes ☑ No
- **Curriculum Unit(s):** N/A
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards):
  Not applicable - Senior Class Trip
- **Assessment of Student Learning** (describe or attach the work students will complete upon their return to convey the learning):
  Not applicable - Senior Class Trip

Trip Agenda/Activities: List/attach entire break out of times for each day. Include travel time and all activities. Attach additional sheet if needed.

DATE/TIME	LOCATION	ACTIVITY
6:00 am	Bacon Academy	Gather in Auditorium
6:30 am	Bacon Academy	Depart for RI
9:00 am	Point Judith, RI	Ferry To BI
10 - 7 pm	Block Island	Activities on BI
7:00 pm	Block Island	Ferry back to Point Judith, RI
8:00 pm	Point Judith	Depart for Bacon Academy
9:30 pm	Bus Travel	Arrive back at Bacon Academy

Approvals:

Department Chair (High School Only)	3/28/22	☑ Approved	☐ Denied
Principal	3/30/22	☑ Approved	☐ Denied
Director of Teaching and Learning	3/31/22	☑ Approved	☐ Denied

Field Trip Cost Form

Date(s) of Trip: Friday June 3, 2022

Event: Senior Class Trip

M&J Bus(es) ONLY

Number of Students:

170

Estimated Hours for trip: 17
(Add 1 hour pre/post trip)

Number of Buses: 4

Per Student Calculations:

	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:	$22	
Miscellaneous Fees per student:	$30	
Total admission and miscellaneous fees:	$52	
Cost of Bus	$15	
Total Field Trip ***Cost per Student:**	$67	

Additional Costs:

Number of Substitute Teachers	8
Rate per Day	
Special Education costs	
Cost Associated if Nursing Required	
Total ***Cost to District:**	0
Total ***Cost of Trip:**	$6300

Alternate funding for trip provided by: Senior Class Dues

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21

M & J BUS INC.

TRANSPORTATION REQUEST FORM

PLEASE USE THIS FORM TO REQUEST BUS TRANSPORTATION. ALL ORDERS BEING PAID BY COLCHESTER PUBLIC SCHOOLS MUST BE ACCOMPANIED BY A PURCHASE ORDER. CALL FOR A PRICE QUOTE. FILL IN THE FORM BELOW AND FAX IT TO OUR OFFICE AT 860-537-2625. PLEASE SIGN THE FORM AS YOUR APPROVAL TO BOOK THE TRIP AT THE QUOTED PRICE. WE WILL THEN BOOK THE BUS AND RETURN A SIGNED COPY BY AN M&J EMPLOYEE TO LET YOU KNOW WE RECEIVED THE ORDER. PRICES ARE SUBJECT TO CHANGE IF THE TIMES OR DESTINATION OF THE TRIP IS CHANGED IN ANY WAY.

BILLING TIME IS ½ HR BEFORE DEPARTURE TIME AND CONTINUES THROUGH ½ HR AFTER RETURNING TO DEPARTURE POINT.

TODAYS DATE: 3/9/22

PERSON PLACING ORDER: Michelle Berardo

SCHOOL OR ORGANIZATION: Bacon Academy

PHONE NUMBR: [redacted]

NUMBER OF BUSES REQUESTED: 4

TRIP DATE: June 3, 2022 TRIP PICKUP TIME: ~~6~~ 6:30 a.m.

PICKUP LOCATION: Bacon Academy

DESTINATION: Point Judith, RI Narragansett

TIME LEAVING DESTINATION: ~~1~~ 2 pm

TIME BUS WILL ARRIVE BACK AT PICK UP: ~~8~~ 9:30 pm

DROP-OFF / PICK-UP: X OR BUS TO STAY: _____

(4 HR MINIMUM FOR DROP & PICK / 2 HR MINIMUM FOR BUS TO STAY)

*NOTE – M & J BUS INC. RESERVES THE RIGHT TO REFUSE TO DO TRIPS AS DROP-OFFS & PICK UPS BASED ON THE LOCATIONS AND TIMES.

BASED ON THE INFORMATION ABOVE, THE COST, PER BUS, FOR THIS TRIP IS: $531.04

PURCHASE ORDER #: _____ OR C.O.D. _____

M & J BUS INC. AND ITS EMPLOYEES ARE NOT RESPONSIBLE FOR ANY ITEMS LOST, STOLEN, OR LEFT ON BUS.

TO RESERVE THE BUS/ES FOR THIS TRIP, PLEASE SIGN, DATE, AND FAX BACK TO US AT 860-537-2625

IF YOU HAVE ANY QUESTIONS, PLEASE CALL GREG CORDOVA @ 860-537-2622.

SIGNATURE: Michelle Berardo DATE: 3/9/22

CONFIRMATION SIGNATURE (M & J BUS INC)

SIGNATURE: _____ DATE: _____

* Sometimes may change but I'll put earliest time

x4 = 2124.16

10 mp more time 15$

3/30/22

Greg – please Confirm that this trip is Confirmed!

Thanks

Hi Michelle, just wanted to confirm ?

2124 + 237

55 per bus

3 buses @ 531 + 1 @ 561